

<b>Name of policy:</b>	<b>Commemorative Plaques in Public Places</b>		
<b>Adoption by Council:</b>	<b>26 June 2024</b>	<b>Minute number:</b>	<b>250/2024</b>
<b>Last review date:</b>			
<b>Review timeframe:</b>	<b>2 years</b>		
<b>Next scheduled review date:</b>	<b>June 2026</b>		
<b>Related legislation:</b>	<i>Local Government Act 1993</i> <i>Crown Land Management Act 2016</i>		
<b>Associated policies/documents:</b>	<b>Naming of Public Reserves and Facilities Policy</b>		
<b>Responsible division:</b>	<b>Liveable Communities</b>		

## Policy objective

The purpose of this policy is to ensure a consistent approach to the assessment and placement of plaques or memorials in public places.

## Policy statement

Council acknowledges the importance of plaques and memorials for remembering, celebrating and recognising the contributions of people, history, culture, events and organisations in our region. This policy provides a consistent approach to the implementation of new and the management of existing plaques and memorials in public places.

## Coverage of the policy

This policy applies to all existing and proposed plaques and memorials in public open spaces within the MidCoast Council local government area (MCC).

This Policy does not apply to:

- Roadside memorials
- War memorials
- Memorials or plaques located in a Council cemetery
- Centenary Row Gloucester and Centenary Way Taree
- Council plaques used to commemorate an event or the opening of a new or refurbished building or facility.

## **Strategic Plan link**

Community Outcome 2: An integrated and considered approach to managing our natural and built environments.

## **Policy content**

Plaques and memorials are intended to commemorate outstanding contributions or significant events important to the community.

Plaques or memorials may be considered for commemoration under the following circumstances:

- (a) An individual (deceased) who was a long-term resident of the MidCoast Council area and who made a substantial contribution to the region. The contribution is considered as significant, beyond what would be reasonably expected through paid or voluntary work and one that stands out from others who made a valuable contribution.
- (b) A group or association in our local government area who have made an outstanding contribution to the region.
- (c) A heritage or cultural event which has a deep connection to the community or is of national or state significance.

Commemorating deceased persons in relation to a place of passing is generally not permissible unless under exceptional circumstances and the above criteria for an individual is met.

A request for a memorial commemorating a deceased person will only be considered after at least 12 months after the passing of the individual to allow time for an appropriate historical perspective.

The subject of commemoration must have a strong association or significance to the proposed location of the plaque or memorial.

Requests for plaques or memorials must be consistent with any applicable master plans, concept plans or any future development plans for the site.

The location of plaques and memorials must not have a negative impact on the use of the site and must not detract from the aesthetic value of the space.

A maximum of one plaque/memorial per person, event or organisation will be considered.

All plaques and memorials in public places must have prior written approval from Council. The approval process requires the applicant to submit details of the request to Council's Community Asset Department. If deemed to apply with the principles of this policy, final approval is by way of an adopted recommendation at a General Meeting of Council.

Council may remove any plaques or memorials that have been placed without approval.

If a safety concern or an issue arises within the community regarding a plaque or memorial, Council may at their discretion have a plaque or memorial removed at any time.

## ***Design and Construction***

The size and type of any plaque or memorial is to be provided by the applicant to Council's Community Asset Department for approval.

Council's Community Asset Department will determine the installation location and procedure and who is to conduct the installation.

The applicant is responsible for all costs associated with the manufacture and/or installation of a plaque or memorial.

## ***Asset Management***

Unless determined otherwise, approved private plaques and memorials are not considered a Council asset and maintenance remains the responsibility of the applicant.

Council is not responsible for any additional costs to replace a plaque or memorial that has been stolen or damaged beyond repair.

Plaques or memorials and their location are not set in perpetuity and Council has the authority to remove or move these items at their discretion. If this is to occur, reasonable effort will be made to contact relevant owners.

## **Definitions**

Memorial – a monument established in memory of a person, group or event.

Plaque – an ornamental tablet that is fixed to a wall or other surface in commemoration of a person or event.

Public Place – a public building or Council owned Community Land or Crown Land of which MidCoast Council is Crown Land Manager, other than a road, that is generally accessible to the community and provides for a range of sport, recreation, cultural, entertainment or leisure pursuits.

## **References and related documents**

- *Local Government Act 1993*
- *Crown Land Management Act 2016*
- MidCoast Council Open Space and Recreation Strategy

## **Responsible officer (position)**

Manager Community Assets